

## *We're Hiring!*

Office of the Utah County Constable is accepting applications for full time, part-time, reserve deputies and command staff. As a deputy constable, you'll exercise authority in situations such as the service and enforcement of legal process. We have three special function units which include: Civil Process Unit, Court Services Unit, and Property Services Unit:

- The Civil Process Unit generally serves legal papers essential to court cases.
- The Court Services Unit provides criminal services to Utah courts such as serving warrants.
- The Property Services Unit generally provides services specific to property such as evictions.

Deputies work cross functionally in each unit as assigned.

### **As a Deputy Constable, you may:**

- Serve city, county and State government civil and criminal process
- Serve summons, court orders, arrest warrants, subpoenas and forms of civil and criminal process
- Enforce civil and criminal state laws specific to court order
- Arrest and book defendants into jail
- Write detailed reports as required
- Receive training in locating defendants and serving civil and criminal process
- Interview individuals that may have knowledge of one's whereabouts
- Be part of a team of professionals that are committed to the highest professional standards
- Utilize advanced law enforcement technology
- Deescalate often stressful situations and provide explanation of specific court requirements to defendants
- Operate vehicles in accordance with policy

### **Minimum Qualifications:**

- Graduation from High School or G.E.D.
- Utah POST certified or certifiable as a special function or law enforcement peace officer
- Valid Class D Driver's License
- Successful completion of the interview process which may include oral, written and panel interviews, a polygraph examination, a background investigation, a drug screen, and/or a psychological examination
- May be required to pass a physical fitness examination
- Must pass a firearms qualification
- Meet the minimum guidelines as set forth by Utah POST for prospective officers

Interested persons should submit a copy of their resume with a cover letter to **[careers@ucs.us](mailto:careers@ucs.us)** for consideration. Compensation commensurate with experience. Speak to a representative for more details.

The duties listed above are intended only as examples of the various types of work that may be performed by deputy constables. The omission of the specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position. The job description is subject to change without notice.